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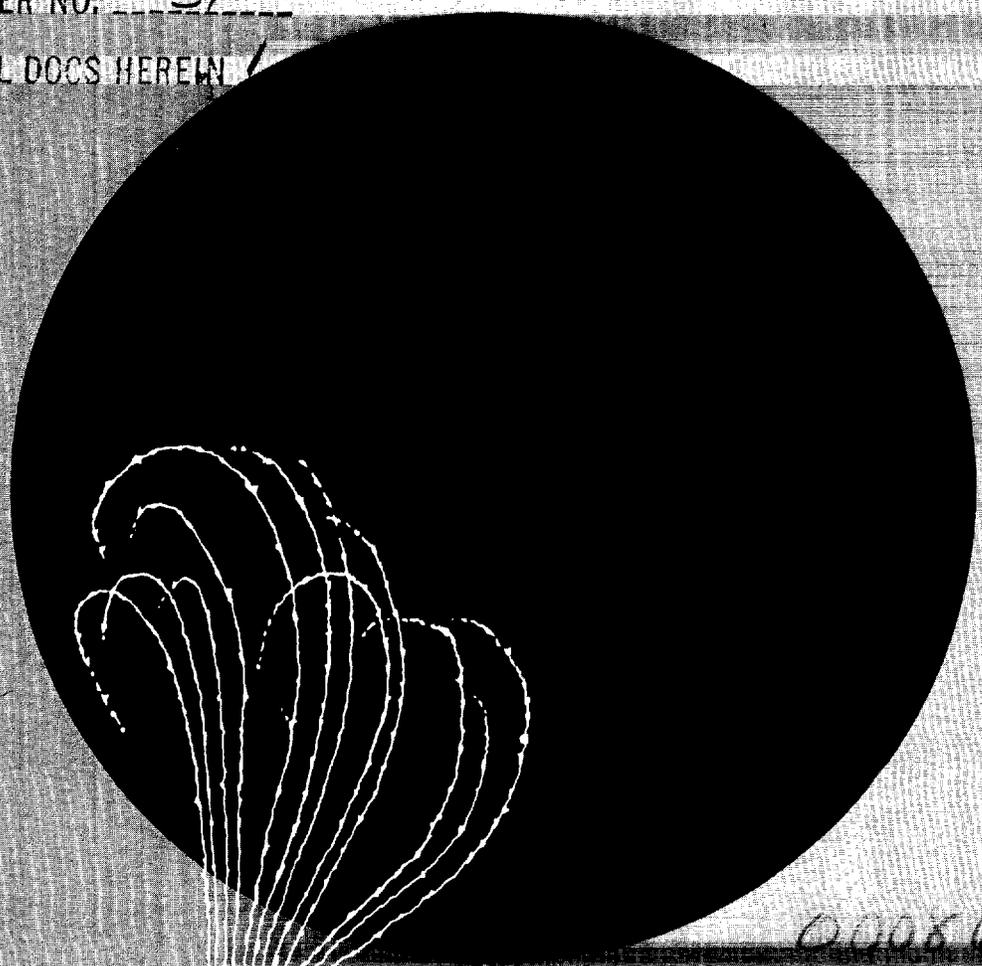
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OTR BULLETIN

JULY - AUGUST 1964

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CONTENTS

| | |
|----|--------------------------------|
| 1 | Bulletin Board |
| 5 | Off-Campus Program |
| 8 | Non-Agency Training |
| 17 | Training of Employees |
| 19 | Intelligence Repositories |
| 29 | Education in the Philippines |
| 32 | Directory of Training Officers |
| 34 | Office of Training Directory |
| 36 | OTR Calendar |

IN THIS ISSUE....

News items about internal and external training... and information on the upcoming semester of the Off-Campus Program.

For years, CIA has been gathering, processing, and storing away information. For descriptions of some of these storehouses, see page 19.

If you are a supervisor you will be interested in the brief article on training of employees on page 17.

A directory of OTR which lists all instructors in on page 32 and the next running of each scheduled OTR course is listed on pages 36 to 38.

BULLETIN

BOARD

25X1A

OTR  as
BULLETIN editor of the OTR BULLETIN. If you have any con-
tributions you think would be appropriate for the
BULLETIN, please call her on extension 

25X1A

TRAINING  as Train-
OFFICERS ing Assistant for the Office of Communications. He
is on extension  Room GA-08.

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OTR A six-month schedule of OTR courses has been pub-
SCHEDULE lished for insertion in the OTR Catalog. The BUL-
LETIN will continue to include schedules showing
the next running of each course. For long-range
planning, consult your Training Officer's copy of
the six-month schedule.

UP-TO-DATE The Admissions and Information Branch enters all
AGENCY Agency-sponsored external training in the Agency
TRAINING Training Record (ATR); it tries to keep this infor-
RECORD mation not only accurate but up-to-date. If you have
received approval to take a particular course and
there is any change--of the course itself, dates,
etc.--please notify AIB through your Training Offi-
cer as soon as possible.

CLANDESTINE The Clandestine Services Review Course is an eight-
SERVICES day program given about three times a year for
REVIEW Clandestine Services officers returning from an as-
COURSE signment abroad. It is also open to other officers
who support the Clandestine Services. The course

is, in the main, a series of lectures on specific offices within the Agency and the activities of each. There are many guest speakers. In order to provide the guest speakers with background information on their listeners it is necessary to have adequate information on the Form 73, particularly Item 8 in which the reason the person is taking the course is given. The area from which a person has recently returned is to be shown. The next running of the CSR is scheduled from September 14-23 in Room 1A-07 Headquarters. The CSR will not run if there are fewer than 20 people in the class. Maximum enrollment is 40.

COVERT
ACTION
OPERATIONS
COURSE
IS
REVISED

Beginning on 14 September, OTR will offer the first presentation of the revised Covert Action Operations Course. The name is the same but fairly extensive changes have been made in its content. The principle change is the switch from theory to practice and from principles to CA tradecraft and operational techniques. Without slighting fundamental doctrine, the emphasis is now how-to-do it, copiously illustrated with case histories. Prerequisites for the CA Ops Course have also been revised. Formerly this course was intended only for senior officers. Now junior and middle grade officers, including JOTs, are encouraged to apply for the course.

This class meets daily for three weeks at Headquarters, mornings only. The course material includes techniques and tactics, policy and strategy. Officers recently returned from overseas and Headquarters officers supporting CA field operations lead class discussions of these topics.

The CA Staff has worked closely with OTR in making the CA Ops Course a thorough grounding in this type of work. The aim of the course is to prepare operating personnel for Headquarters and field assignments by examining the main approaches, problems, and interrelationships of political, economic, and special operations in achieving Agency and U. S. policy objectives. Topics include the origin and scope of CIA's covert action mission, current priorities in

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this field, CA activity by the Soviet, Chicom, and Bloc services, propaganda and its media, covert

joint CI-CA programs. Case studies form the bulk of the instruction; relatively little time is given to theoretical aspects.

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In addition to the 14 September running, the course also will be given in November and in January and April 1965. Applications (Form 73) are always sent to the AIB of the Registrar/OTR through the DDP, TRO. For additional information on the course call [redacted] Chief Instructor, on extension [redacted]

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| | | |
|--|--------------|---|
| PRETESTS FOR CLERICAL REFRESHER | Purpose | : To determine the shorthand or typing course for which an applicant is qualified. |
| | Place | : 2103 Washington Building Annex, Arlington Towers. |
| | Time | : 0920 on the scheduled date. |
| | Registration | : Employee is registered by AIB when application is received. |
| Dates of Tests and Courses | | : <u>for the 10 Aug - 4 Sep course</u> 5 August--typewriting pretest 6 August--SHORTHAND pretest <u>for the 14 Sep - 9 Oct course</u> 9 September--typewriting pretest 10 September--SHORTHAND pretest <u>for the 19 Oct - 13 Nov course</u> 14 October--typewriting pretest 15 October--SHORTHAND pretest <u>for the 23 Nov - 18 Dec course</u> 18 November--typewriting pretest 19 November--SHORTHAND pretest |

**AGENCY
QUALIFICATIONS
TESTS
FOR
CLERICALS**

Purpose : To qualify employees for positions as Agency typists or stenographers.

Place : 2103 Washington Building Annex, Arlington Towers.

Time : Given to the Training Officer when he registers an employee for the test.

Registration : The Training Officer calls the Clerical Training Office directly, extension [REDACTED]

Dates :

| <u>Typewriting</u> | <u>SHORTHAND</u> |
|--------------------|------------------|
| 3 August | 4 August |
| 24 August | 25 August |
| 7 September | 8 September |
| 28 September | 29 September |
| 12 October | 13 October |

Results : Sent by Clerical Training to the Personnel Officer or the TO as designated by the component.

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**ATTENTION
TRAINING
OFFICERS**

When you notify individuals in your office of the time and place to report for an OTR course given in the Broyhill building, will you remind them that the Agency's requirement for displaying the badge applies there also?

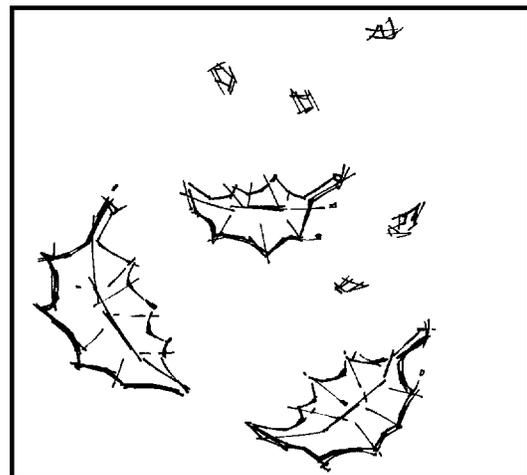
The Agency occupies the area from the 4th floor through the 8th floors; OTR, the 5th, 6th, 7th, and 8th floors. The elevator automatically stops for a badge check on the 4th floor. From here on the individual must wear the badge at all times--anywhere on the 4th floor and above--and he is not to display the badge in any area below the 4th floor. Unfortunately some students have been embarrassed by not observing this requirement. Your cooperation by reminding others will reduce such personal embarrassment.

FALL SEMESTER OFF CAMPUS PROGRAM

CPYRIGHT

George Washington University is scheduling the following courses for the fall semester of the Off-Campus Program at CIA Headquarters beginning the week of 21 September 1964:

- | | | |
|----------|--|----------------|
| Econ 251 | Economic Development (The theories and problems of economic growth with special attention to the under-developed countries.) 3 credit hours Prerequisite: Econ 1-2, or its equivalent from another institution. | |
| Eng 51 | Introduction to English Literature (An historical survey) | 3 credit hours |
| | Prerequisite: English 1 or IX | |
| Eng 71 | Introduction to American Literature (An historical survey. From the beginning to the Civil War.) | 3 credit hours |
| | Prerequisite: English 1 or IX | |
| Hist 36 | The Development of European Civilization (The political, social, economic, and cultural history of the old World from ancient times to 1715) | 3 credit hours |



- Hist 149** **European Diplomatic History** **3 credit hours**
(Background of the European state system and of diplomatic practices and relations since the Congress of Vienna, with emphasis on the policies and actions of the great powers and their statesmen -- to 1878.)
Prerequisite: History 39-40
- Math 3** **College Algebra** **3 credit hours**
(Exponents and logarithms; linear equations; complex numbers; quadratic equations; introduction to theory of equations; mathematical induction and the binomial theorem; permutations, combinations and probability; determinants; progressions.)
Prerequisite: One year each of high school algebra and geometry.
Not available for college credit if the student's previous training in mathematics meets the prerequisite for a higher numbered course.
- Math 111** **Mathematics for Engineers and Physicists I** **3 credit hours**
(Differential equations, vector analysis, introduction to matrix algebra.)
Prerequisite: Mathematics 24 (Calculus IV); however, students in the Math Refresher course offered at Headquarters may be enrolled in Math 111 with permission of the instructor.
Graduate credit may not be given for courses numbered 101 to 200 without the permission of the Chairman of the department.
- Pol Sci 9** **Government of the United States** **3 credit hours**
(Structure, powers, and operations of the Federal Government: Congress, the President, and the Supreme Court; elections, political parties, and pressure groups.)
Political Science 9-10 may be taken in reverse sequence.
- Pol Sci 112** **Introduction to Comparative Government and Politics** **3 credit hours**
(Government and policies of the principal political systems of Central and Eastern Europe: Germany and the Soviet Union.)

Prerequisite: Six hours of first group Political Science courses (courses numbered 1 - 100) are prerequisite to all second group courses.

Psych 1 General Psychology 3 credit hours
(The fundamental principles underlying human behavior.)

Psychology 1 is a prerequisite to all other courses in psychology

Psych 101 Abnormal Psychology 3 credit hours
(The causes, diagnosis, treatment, and prevention of the various types of maladjustments and mental disorders.)

Prerequisite: 6 credits in psychology, or 3 credits in psychology and 6 credits in biological science.

COUNSELING : By a representative from George Washington University on Monday, 31 August. For appointments call

[REDACTED]

| REGISTRATION: | <u>Date</u> | <u>Hour</u> | <u>Place</u> |
|---------------|--------------|-----------------|-----------------|
| | 11 September | 1000-1600 hours | To be announced |
| | 14 September | 1000-1600 hours | To be announced |

COST : \$27.00 per semester hour

ARE YOU INTERESTED IN TAKING A COURSE WHICH IS NOT LISTED ABOVE?

If you make this known to the Registrar/OTR far enough in advance of the registration dates and there is sufficient interest, other courses may be offered. The person to call is [REDACTED] Room 839 Broyhill Building, extension [REDACTED]

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NON-AGENCY TRAINING

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This section of the OTR Bulletin contains information on courses or programs which may help the professional development of Agency employees. The fact that they are included in the Bulletin does not mean that the Agency will pay for attendance at them. Supplementary information on the courses listed here or on programs dealing with other subject-matter can be obtained from the Admissions and Information Branch, Registrar Staff. Call [REDACTED]

Applications for non-Agency training to be paid for by the Agency are sent through the Training Officer to the External Training Branch/RS/TR, 835 Broyhill. (The application should be sent to CCS first if the applicant's position is a sensitive one and his identification with the Agency is a problem.) If the training involves travel and other accommodations, applications should be sent to ETB well in advance of the date of the training so that the necessary reservations can be confirmed by ETB. OTR authorizes only less-than-first-class travel for such training.

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An employee who wants to take non-Agency courses at his own expense is required to make arrangements in accordance with the provisions of [REDACTED] "Unofficial Courses of Instruction".

Please note that the OTR (External Training Branch) enrollment deadline is shown for some programs.

FALL (Note: Requests from individuals seeking Agency spon-
'64 sorship must be sent to ETB at least two weeks before
SCHEDULE the registration date.
OF
WASHINGTON American University
AREA Registration, returning full-time and part-time stu-
UNIVERSITIES dents, uptown only: September 17.

Registration, returning part-time students: Sep-
tember 18.

General registration: September 19, 21, 22.

Classes begin: September 24.

Fall session ends: January 30.

Catholic University

Registration, undergraduate: September 21 and 22.

Registration, graduate: September 23-25.

Classes begin, undergraduate: September 23.

Classes begin, graduate: September 28.

Examinations end: January 30.

D. C. Teachers College

Registration, freshmen: September 9.

Registration, returning students: September 10-11.

Registration, evening classes: September 14-15.

Classes begin (day): September 14.

Classes begin (evening): September 16.

Dunbarton College

Registration: September 9-12, 14.

Classes begin: September 15.

George Mason College of the University of Virginia

Orientation for New Students: September 14.

Registration (old students): September 15.

Registration (new students): September 16.

Classes begin: September 18.

Examinations end: January 26.

Georgetown University

Registration: September 21, 22.

Classes begin: September 23.

Examinations end: January 29.

George Washington University

Registration: September 17-19.
Classes begin: September 21.
Examinations end: January 23.

Howard University

Registration: September 14 and 15.
Classes begin: September 16.
Examinations end: January 27.

Johns Hopkins University, School of Advanced International Studies

Registration: September 22.
Classes begin: September 29.
Semester ends: January 23.

Montgomery Junior College

Registration: September 11, 12, 14, 15.
Classes begin: September 17.

Prince George's Community College

Registration: September 18 and 19 (Students who have attended college before must file application by August 3.
Students who have not attended college before must file application by August 17.)
Classes begin: September 21.
Classes end: January 23.

University of Maryland

Registration: September 14-18.
Classes begin: September 21.
Classes end: January 27.

University of Virginia School of General Studies, Northern Virginia Center

Registration: August 24 - September 17.
Classes begin: Week of September 21.

U. S. Department of Agriculture Graduate School

Registration: September 7-14.
Classes begin: Week of September 16.
Classes end: January 17.

**GEORGE
MASON
COLLEGE** The new George Mason College of the University of Virginia will open four new air-conditioned buildings at its Fairfax campus in September and expects an enrollment of up to 750. Standards for admission, curriculum, and faculty are the same as at the University of Virginia. There are no dormitories and tuition for Virginia residents is the lowest of any college in the Greater Washington area.

**CONFERENCES
FOR
CORPORATION
EXECUTIVES** The following advanced schedule of conferences sponsored by the School of Advanced International Studies, Johns Hopkins University in Washington, D. C., is planned for the coming academic year. The conferences are designed specifically to encourage mutual understanding between business executives, labor leaders, and government officials on matters affecting American business operations abroad.

- 9 October 64 The U. A. R. - Policies and Prospects (A one-day meeting focused on Nasser's policies and their impact within the U. A. R., in the Arab world, and in the world at large, and how they are likely to affect U. S. interests.)
- 3-4 December 64 U. S. Relations with the Soviet Bloc (An assessment of the importance of U. S. business of recent political and economic changes within the Soviet Bloc and of the changing relationships between the Bloc countries and the United States.)
- 21-22 January 65 Latin America and the United States (A discussion of recent events in Latin America with emphasis on political and economic trends in certain selected countries of major interest to the United States.)
- 19 March 65 Japan Today (An analysis of Japan's development in the post-war world,

its international role, and the political and economic importance of Japan for the United States.)

CIA receives a limited number of invitations to these meetings; therefore, it is necessary for the External Training Branch to have the application three weeks before the program begins.

**PERSONNEL
MANAGEMENT
FOR
EXECUTIVES**

This is an eight-day course, given five times a year, and conducted by the Department of the Army at Tempo B, Buzzards Point, near Ft. McNair. To attend, you must be a GS-13 or above and have been selected by the Agency Training Selection Board. The purpose of the course is to develop a broad perspective of the personnel management job in relation to the whole management function; to improve human relations skills and insight into the personnel management responsibility of operating and staff officers. At the moment there is a backlog of Army personnel to be trained in the first three courses scheduled for FY 65. After that, however, there will be openings for people from other agencies. The dates of courses when other agency's requests will be honored are:

20 January 1965
24 February 1965
21 April 1965
19 May 1965

If you fit the prerequisites for this course and wish to attend, discuss application for it with your Training Officer. Nominations are made by the Agency Training Selection Board.

**FINANCIAL
MANAGEMENT**

The U. S. Civil Service Commission offers a two-day program called Financial Management for Operating Executives which is designed to develop a general review of the field of financial management, including recent developments, and the contribution which this particular type of management can and should be making to more effective operations. The program is open to

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government officials in grade GS-14 and above. The next running is on 10 and 11 September. Applications must be sent to the ETB by 7 August.

EXECUTIVE
SEMINAR
IN
OPERATIONS
RESEARCH
(CSC PROGRAM)

This seminar is for career executives, GS-15 and above, who have broad administrative responsibilities. Its objective is to provide administrators with an introduction to operations research: what it is, how it can be used, particularly in the conduct of Government activities.

DATES: September 10 and 11.

INSTITUTE
FOR
EXECUTIVES
IN
SCIENTIFIC
PROGRAMS
(CSC)

Attendance in this institute is limited to scientists, engineers, and scientific administrators at the GS-15 or equivalent level and to military officers at the rank of Colonel or Captain. It is for those administrators who are responsible for formulating policy or program goals for scientific engineering, or professional programs in the physical or life sciences, or for managing laboratory and development installations.

DATES: September 21 to 25.

USDA
GRADUATE
SCHOOL

Four special programs offered by the USDA Graduate School may be of interest. (Note: The USDA Graduate School will accept applications for these programs only if the applicant is sponsored by his agency.)

Reading Improvement

Designed to double or triple reading speed while maintaining comprehension, to improve purposefulness, flexibility, selectivity, and critical reading skill; meets for one hour on each Monday, Wednesday, and Friday. Applications due in ETB five weeks before starting date.

DATES: 2 November 64 - 22 January 65

25 January - 5 April 65

9 April - 11 June 1965

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Research Methods in the Social Sciences

A seminar on how logic, mathematics, and research methods drawn from different sources bear on research techniques used in the social sciences; two-hour sessions from 1300-1500 hours each Wednesday for 14 weeks. Prerequisites: GS-12 or above, with graduate training; or responsible experience in research and current assignment to a position entailing research responsibilities. Applications due in ETB by 7 August.

DATES: 9 September - 18 December 64

Federal Contract Negotiation Institute

This is a five-day one-week institute; classes begin at 9 A. M. and continue to 5 P. M. each day. It is for federal officials, GS-9 or equivalent and above, and it covers such topics as techniques and procedures in negotiating, human factors in negotiating, legal requirements and administrative policy in negotiating, and contract award and administration.

DATES: Fall - 21-25 September
2-6 November

Statistical Methods for Federal Executives

This is an orientation designed for the non-statistician who uses statistical results for planning and for solving problems. It is designed to help the participant gain sufficient statistical background to enable him to communicate with specialists in the field and to interpret their reports. It consists of two-hour seminars held weekly for a total of twelve sessions. Candidates must be at the GS-13 or equivalent level and above.

DATES: 13 October - 24 November, Tuesday and Wednesday from 9:30 to 11:30 A. M.

MICRO- A Symposium on Microelectronics and Large Systems,
ELECTRONICS cosponsored by the Office of Naval Research Informations Systems Branch and the Univac Division of Sperry Rand Corporation, will be held on Tuesday and Wednesday, 17 and 18 November 1964, in the auditorium of the

Department of Interior Building. The emphasis will be on various novel approaches to the application of micro-circuits to very large computing systems. Proceedings will probably be published in the summer of 1965.

EXECUTIVE
MANAGEMENT
INSTITUTES
AT
AMERICAN
UNIVERSITY

This preliminary announcement will assist in planning and scheduling transportation management and training programs. The institutes are held daily, 9 A. M. to 12:30 and 1:40 to 5 P. M. The fee includes special meetings, field trips, and instructional materials.

19th RAILROAD MANAGEMENT INSTITUTE
11-22 January 65
Fee: \$235

18th OCEAN SHIPPING AND FOREIGN TRADE MAN-
AGEMENT INSTITUTE
22-26 February 65
Fee: \$160

17th INSTITUTE OF INDUSTRIAL TRANSPORTA-
TION AND TRAFFIC MANAGEMENT
9-19 March 1965
Fee: \$235

2nd WORKSHOP CONFERENCE ON COORDINATED
TRANSPORTATION
28, 29, 30 April 65
Fee: \$150

19th AIR TRANSPORT MANAGEMENT INSTITUTE
8-19 November 65
Fee: \$235

GRADUATE
SCHOOL OF
PUBLIC AND
INTERNATIONAL
AFFAIRS
UNIVERSITY
OF
PITTSBURGH

The Director of Special Training at the Graduate School has announced that the executive program, "Venture in Executive Development," is being revised to shift the focus of the course toward international operations while preserving the sensitivity laboratory as the basic teaching method. The course is aimed at providing an opportunity to evaluate attitudes relative to cross-cultural situations and to approach a more viable method of

dealing with operating problems abroad. The current plan is to offer the revised program next spring--perhaps in March of 1965.

(Nominations are made by the Agency Training Selection Board; consult your Training Officer.)

TRAINING IN THE SUPERVISOR - EMPLOYEE RELATIONSHIP

The supervisor, or manager-supervisor, can arrange work and create a climate so there is optimum likelihood that new knowledge and skills will be put to work. He has command of several key elements significant to training evaluation. He has a direct "one-to-one" contact with each employee. No one else has this. He doesn't need a survey form for feedback. There it is: the man or woman with strengths and weaknesses--the job to be done--the future to be met. No one else has the opportunity to grasp and use this array of information. A good supervisor--knowing of these strengths, weaknesses, present and future job requirements and willing to talk them out from time to time with employees--can clearly identify training needs. Then he must match these up with training opportunities available to him. If he is to match these successfully--to choose the right training to meet the need--the management system must provide him specific information about training opportunities. Having determined the need, arranged for the training and consciously helped the employee put the knowledge to work, he watches for the results. If the need is met, he chalks up a success. If results aren't achieved or only partly achieved, he asks such questions as:

Did we really send the man to the right training course? Maybe we didn't understand the objectives of the training.

Were we really training in the right subjects to get at the causes behind the needs?

Did the trainee really learn or did he just get generalized information which he couldn't use?

Was my follow-through coaching on the job effective? Did it tie in with the training?

Did our organization or our management system in any way prevent application of the training?

These and similar questions, talked out with the trainee, will help the supervisor ferret out the real reasons behind the success or failure of training. Purposeful and continuing appraisal of the results of training on the job is one of the most effective ways management can evaluate what their training effort is buying.

EARS TO YOUR SUCCESS

An executive can now be selected on the basis of whether his thumb is as long as his ear, according to a consultant to manufacturers in Lisle, France. Over a fifteen-year period, he claims that the formula has been accurate 95 per cent of the time--in screening both executives and engineers.

--Industrial Relations News 10/27/62

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REPOSITORIES

OF

INTELLIGENCE

INFORMATION

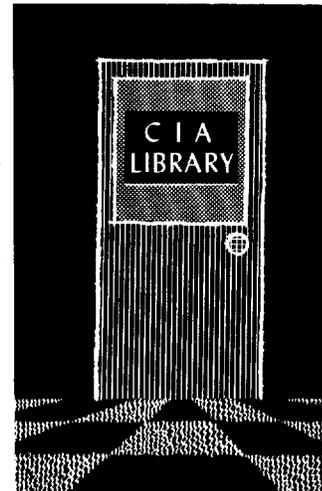
Ask any analyst what his single most valuable repository of information is and he will probably answer that it is his files or his branch's files. Besides those files, though, there are many other invaluable sources of intelligence information. The aim of this article is to describe briefly a few of these inside the Agency and some of the services they offer.

CIA LIBRARY

The CIA Library is the general information center of OCR and maintains collections of both classified and unclassified materials in support of intelligence research and operations. It has the most comprehensive and readily available collection of reference materials in the intelligence community. It is also the only intelligence library in Washington which attempts to collect and maintain a comprehensive file of intelligence information reports and finished intelligence produced by all agencies - not CIA alone. In addition, the Library maintains a collection of foreign and domestic open literature.

Collections

The Library's unclassified collection consists primarily of books, periodicals, and newspapers. The book collection, composed of approximately 80,000 volumes, of which 20,000 are on reference in the main reading room, is cataloged according to the Library



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of Congress system. Card catalogs by author, title, subject, and area are maintained. All subjects and areas are covered to some extent in the collection, but primary concentration is on the Sino-Soviet Bloc with particular emphasis on economics, international relations, science and technology, and geography. The periodical and newspaper holdings include about 2,700 foreign and domestic titles and are particularly strong in Russian and Chinese materials. The open literature collection is supplemented through interlibrary loan channels which have been established with approximately 90 libraries in the United States.

There are about 9,000,000 items in the classified document collection, which consists of intelligence information reports, finished intelligence, classified periodicals, and non-CIA cables. The major portion of the document collection is available on microfilm, but certain categories of material are retained by the Library in hard copy only. Retention copies of these documents, which are rarely loaned, are supplied to customers upon request either by printing from microfilm or photostating from hard copy. Microfilm viewers are also available for the use of customers in the Library area.

Services

(Page 2 of the Agency directory lists current room and telephone numbers of CIA Library service points.)

Reference Service. Reference librarians in the main reading room serve as a point of central reference for requesters who wish to determine which OCR or other facility can provide needed information. These librarians supply factual information and answer substantive questions and also assemble pertinent materials from which an analyst can make a selection.

Intellofax Service. The Intellofax Reference Group, located on the mezzanine in the main reading room, services requests for Intellofax runs. Intellofax runs are machine-produced bibliographies of intelligence information reports and may be arranged by subject, area, date, security classification, or originating agency. Intellofax runs do not include finished intelligence or classified periodicals. These materials are indexed in the Intelligence Publications Index, which is issued monthly and cumulated semiannually by the Document Division. This index is available at several points in the Library.

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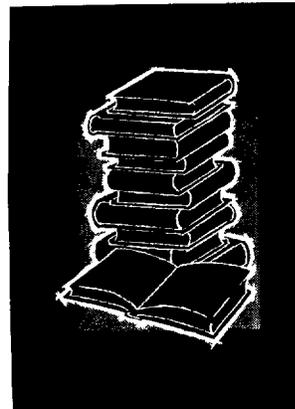
Bibliography Service. Upon request, the Bibliography Section, located adjacent to the main reading room, will prepare bibliographies on substantive or operational subjects.

Loan Service. The normal loan period for books is one month. Requests for articles from periodicals or for documents are generally serviced by photoreproduction, and the requester receives a retention copy.

Purchase Service. The Library buys books or subscribes to newspapers and periodicals needed on retention for office or operational use. The Acquisitions Branch of the CIA Library makes these purchases through domestic as well as foreign channels and coordinates the world-wide procurement of foreign publications for CIA and other government agencies, obtaining about 1,500,000 foreign and 500,000 domestic items annually.

Special Collections

Historical Intelligence Collection. This special collection, which is housed adjacent to the main reading room, consists of approximately 8,000 volumes. Substantive concentration is on espionage, counterintelligence, unconventional warfare, economic and psychological warfare, cryptography, loyalty and security, and other areas related to intelligence activities of all nations. The collection is both historical and current and includes foreign language materials useful for training purposes. Agency personnel are free to browse in the collection and to borrow from it.

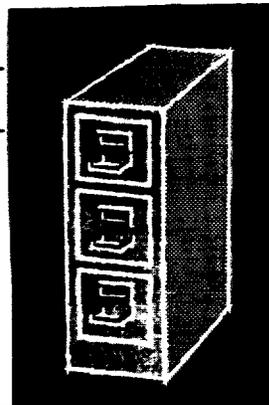


Communications Engineering Branch Library. This branch library, which is located in Alcott Hall, has a collection of instructional manuals for the operation of U.S. commercial and military communications equipment; reference books on communications and related subjects; price lists, technical specifications, and other information from manufacturers of communications and radar equipment; and a selected collection

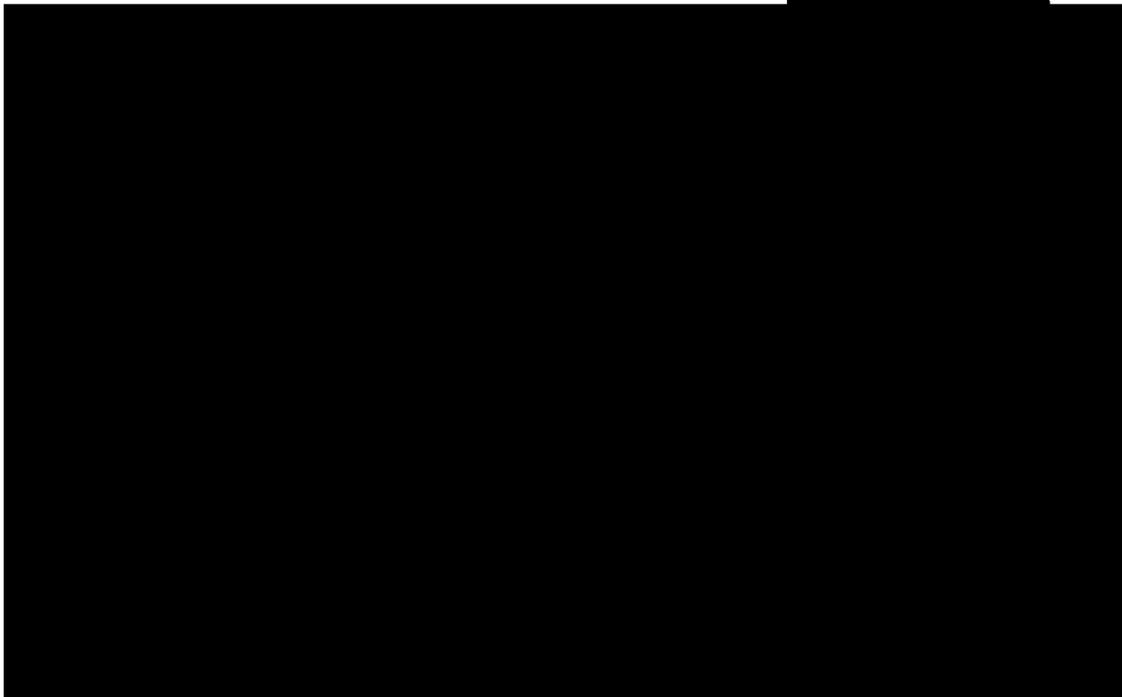
of technical periodicals. It also maintains a small file of classified domestic reports on certain aspects of communications research.

Language and Area School Branch Library. This small branch library located in Arlington Towers has books on foreign areas, selected foreign language periodicals, and a foreign linguistics and language teaching collection. The material is used as support for area courses given in the school and to provide supplementary reading material for language students.

Office of General Counsel Branch Library. This branch, adjacent to the Office of General Counsel in Headquarters Building, has a small collection of basic U.S. and international legal reference materials as well as Congressional documents of interest to CIA components.



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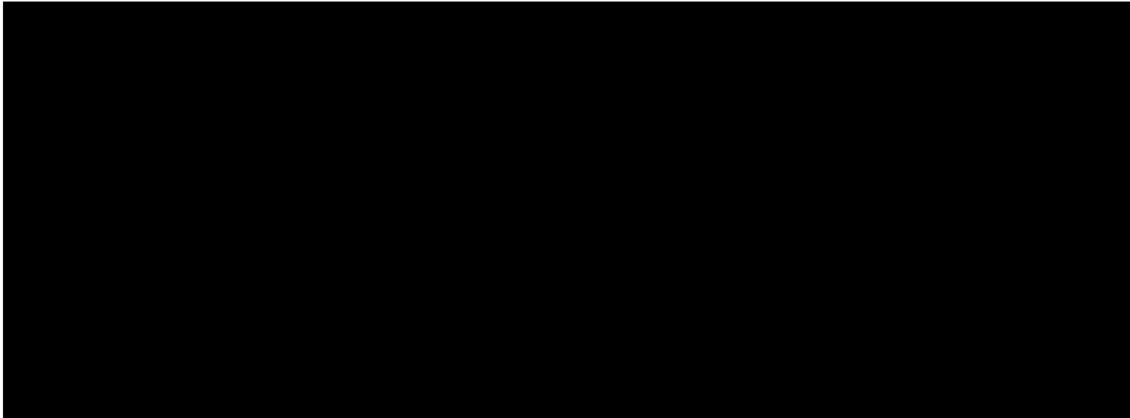
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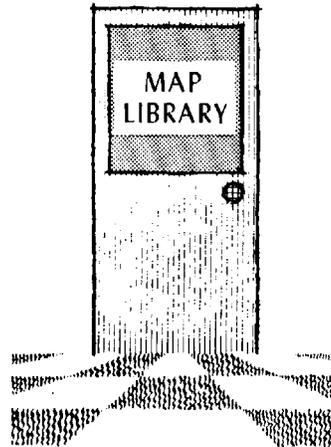


MAP LIBRARY

The CIA Map Library has one of the largest collections of special subject maps of foreign areas in the United States--perhaps in the world. It holds, or can obtain, most of the significant maps published in the Free World. The main Map Library is at [REDACTED]

[REDACTED] The Headquarters branch library is located in Room GH-19.

The subject matter of these maps is diverse, covering such topics as agriculture, climate, industry, minerals, people, transportation, communications, vegetation, and water supply. This library also has copies of all target materials produced by DIA and a large number of city plans, atlases, gazetteers, map publishers' catalogs, and related materials. Map requests can be placed in person or by telephone at either Headquarters, extension [REDACTED] or at the main Map Library, extension [REDACTED].



Services

Maps may be borrowed from the 500,000-map Loan Collection; retention copies may be selected from the Distribution Collection; and an analyst may receive, automatically, newly published CIA map or map coverage of specific areas or subjects as they become available. Analysts may call the [REDACTED] for information on the location of place names. Lists of CIA-produced base and terrain maps and of important USSR and CPR city plans are

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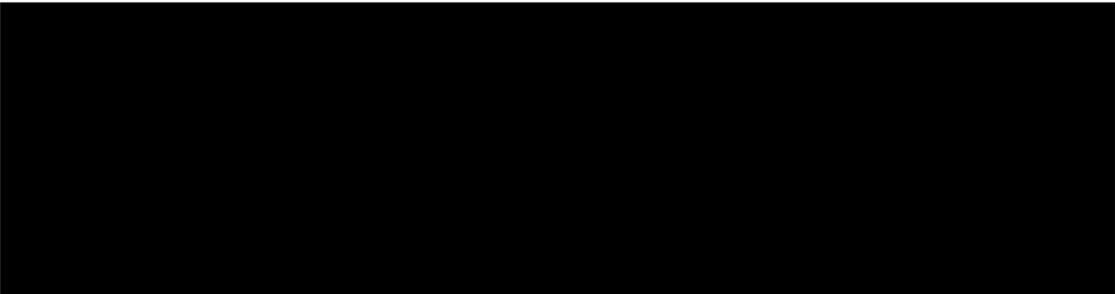
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issued periodically. The ORR Map Notice Series announces significant new map acquisitions. Analysts desiring information on all new acquisitions on specific subjects and areas may request copies of the Library's catalog cards.

CABLE SECRETARIAT

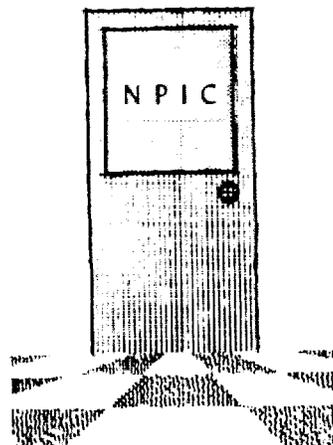
Cable Secretariat is the dissemination point and basic repository of CIA cables and those non-CIA cables received by the Agency. A log of all cables received is maintained, and analysts can order copies from the Cable Secretariat if they know the specific cable they want. (Many CIA cables are indexed in the Intellofax System by subject, area, or source. Since 1 November 1963 all non-CIA cables received have been filed in hard copy in the CIA Library by broad subject category within regional areas, and a relatively small percentage have been processed into the Intellofax System).

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NATIONAL PHOTOGRAPHIC INTERPRETATION CENTER

NPIC is responsible for the systematic exploitation of aerial and ground photography for intelligence information. As a service of common concern to the intelligence community, it maintains a consolidated file of photographic data; it has or can obtain selected aerial photography of foreign countries, small-scale indices of aerial photographic coverage of the world, photo mosaics issued by government agencies, and all-source photo interpretation reports.

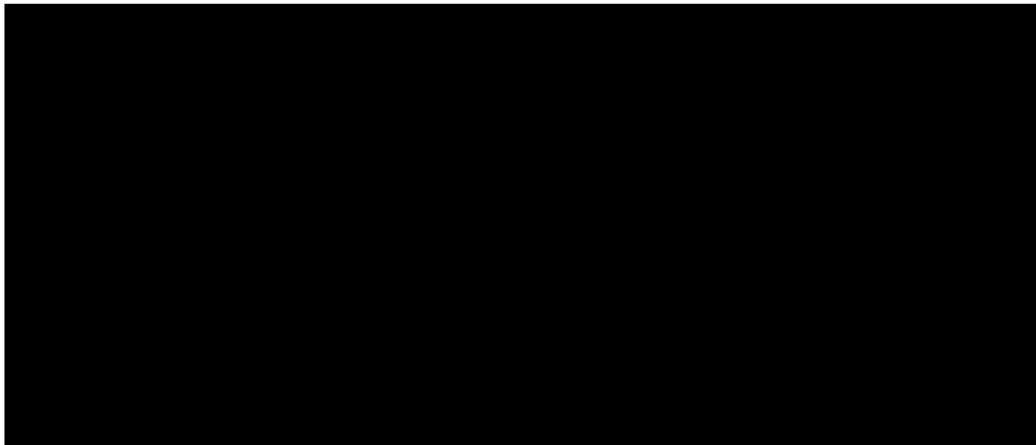


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STATSPEC



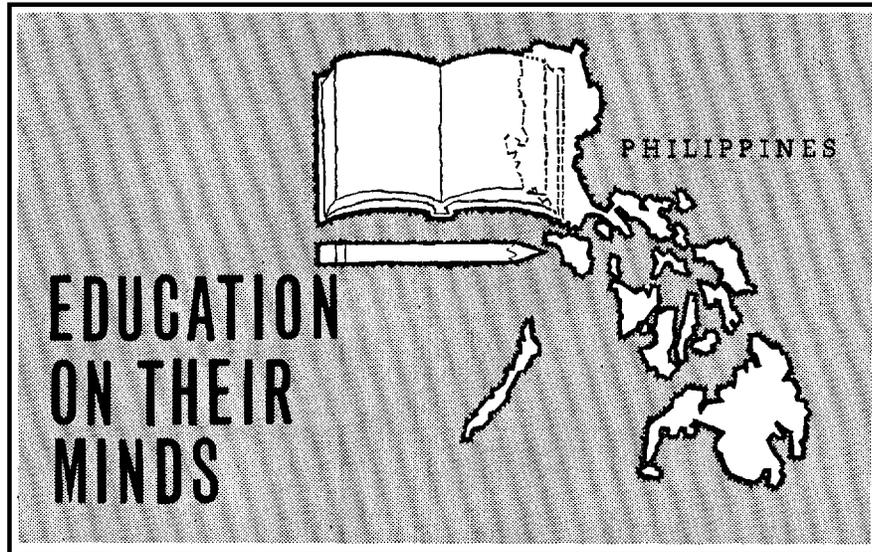
LOGISTICS REFERENCE ROOM

The reference room for the Office of Logistics, located in Quarters Eye, contains military supply manuals and stock lists for the U. S. armed forces and supply catalogs and brochures of U.S. industry. Its collection also has Army training and field manuals on logistics, and some books on guns.

ASSESSMENT AND EVALUATION STAFF, MEDICAL STAFF

The A&E Staff Library in the Broyhill Building contains books and periodicals specializing in psychology and related fields such as psychiatry, tests and measurements, criminology, human relations, management, genetics, and statistics. It receives about 50 current periodicals. The library also has unclassified pamphlets such as Army studies on fatigue and personnel research and Air Force studies on aviation medicine and flying personnel.

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CPYRGHT

If education's main job is to educate people in the importance of education, then there are few places on earth where this purpose is more dramatically visible than in the Philippines. No one has to persuade the Filipinos of the advantages in education. The big problem is to satisfy their demands for more schools on every level. The people of the Philippines, quite literally, have education on their minds.

In the course of an hour's drive in Manila eleven colleges and universities can be counted--apart from at least a dozen schools providing training in nursing, engineering, architecture, drafting, aviation, electronics, etc. Students who are unable because of overcrowding to enroll in the national university, or the private colleges and technological institutions, often turn to home correspondence courses. Even in the most remote areas in the Philippines one finds adult education schools where the subjects range all the way from basic literacy to advanced English literature.

Education is more than a national obsession. It is a business. Filipinos buy stock in private colleges the way Americans invest in companies manufacturing automobiles or business machines. These education stocks are readily obtainable at the standard financial counters; some of them

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have had a substantial rise and pay dividends of ten per cent or more. One of the most active of these stocks is a medical school.

Next to education itself the word most commonly associated in the Western world with universities is the word deficit. American college presidents spend a large part of their time raising enough money to make up for the inadequacy of endowments and tuition fees. In the Philippines the presidents of the private colleges and universities don't have to worry about deficits. Their problem is to find places for all the students willing to pay tuition fees that cover the basic cost of education with something to spare. These fees are somewhat higher than those charged at the national university, but they are not far out of line with tuition fees at professional schools in Europe or the United States.

The profit-making schools are more like business establishments than colleges. There is no "campus"; they generally operate out of office buildings. Many of them run double and triple shifts. What the student learns often depends less on the artistry of the teacher than on his own capacity to follow and work out of a syllabus and bibliography. If he doesn't find the books he needs in the compact school library, he goes to the public library. The medical schools have close working arrangements with the hospitals; very early in their course of study the students are brought into the wards and learn and work alongside the resident physicians, thus relieving the school of classroom pressure and corresponding expense.

This system is not particularly admired by many of the educationists in the Philippines but they recognize that until such time as demand and supply are brought into something resembling an equilibrium, improvised measures are inevitable. The University of the Philippines, of which Carlos P. Romulo is President, already has an enrollment of approximately 18,000 students at its six centers throughout the country. Even if the university and all its professional schools were to double in size within a year, this would still leave a large gap. Hence the best that can be done now is to insist that the profit-making schools maintain acceptable standards.

One of the problems represented by the educational explosion in the Philippines is that most of its beneficiaries remain in the cities. An infinitesimal percentage of doctors, dentists, engineers, chemists, teachers, and technicians make their skills available to the villages, even though eight per cent of the Filipino people live in rural communities. This has resulted in a severe cultural and psychological gulf between the two main divisions of the national community. To be sure, both groups place high value on nationalism. The people in the cities, however, tend to be ceremonial about tradition, regarding it as something that serves to enhance independence; but their way of life and their ideas may have little direct connection with the substance of such tradition. The people in the villages are a continuing expression of the tradition, not quite comprehending the interests and outlook of their college-educated children who have left to live in the cities.

Tradition in the Philippines is not without its complications in view of the Spanish and American roles in the shaping of the national history. Some Filipino writers and thinkers regard this mixed heritage as an advantage. They see English as a prime asset and want it to continue as the national language. But the general rise of nationalism, understandable in the light of the new spirit of pride and independence sweeping through Asia, has created a desire in many people for their own language. A compromise seems to be emerging, with both the national Tagalog and English being taught in the schools. The affairs of government, however, are being conducted in English. The leading newspapers are also in English.

32

Directory of Training Officers

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SENIOR TRAINING OFFICERS
DDI
DDP
DDS&T
DDS

2E-52
3C-29
3E-30
7D-10

TRAINING OFFICERS
DCI
O/DCI
O/IG
Inspection Staff
Audit Staff
General Counsel

7E-07
7D-49
2519 Qtrs. I
7D-07

DDI
O/DDI
CGS
OCR

2E-52
7F-35
2E-61
2E-61

ORR

4F-29

ONE
OCI

4F-29

7E-47

OBI
OO
Contact

6G-29

6G-29

2400 Alcott Hall

402 1717 H

506 1717 H

414 1717 H

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DDS
Administration
Communications

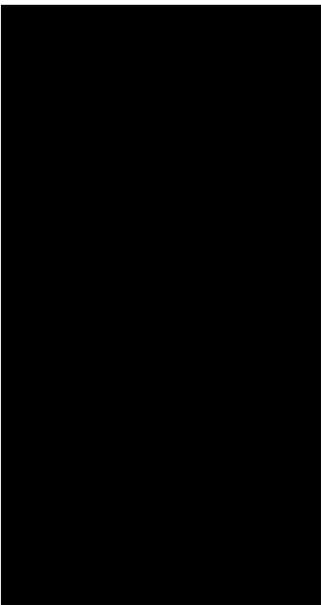
Finance
Logistics

Medical
Personnel

Security

Training

DDS&T
OCS
OEL, ORD, & FMSAC
OSA
OSI



7D-02
GA-08
GA-08

1311 Qtrs. I
1311 Qtrs. I
1D-4044
5E-56
5E-56
4E-71
4E-71
839 Broyhill

GD-0404
2E-19
6B-40
6F-24
6F-24



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OTR CALENDAR

(Dates of next runnings.)

COURSES

SCHEDULED

| | |
|---|--------------------------|
| Administrative Procedures (full time) | 10 - 21 Aug |
| Air Operations (full time) | 10 - 28 Aug |
| Americans Abroad Orientation | On request |
| Anti-Communist Operations (part time) | 2 - 20 Nov |
| Budget & Finance Procedures (full time) | 21 Sep - 9 Oct |
| China Familiarization (full time). | On request |
| CIA Review (part time, two hours). | 11 Aug, 8 Sep |
| Clandestine Scientific & Technical Operations (full time). | 28 Sep - 16 Oct |
| Clandestine Services Records Officer Course (part time). | 24 - 28 Aug |
| Clandestine Services Review (full time) | 14 - 23 Sep |
| Clerical Refresher (part time) | 10 Aug - 4 Sep |
| Communism - Introduction to (full time). | 21 Sep - 2 Oct |
| Communist Party Organization & Operations (full time). | 5 - 16 Oct |
| Conference Techniques (part time Monday & Wednesday). | 26 Oct - 2 Dec |
| Counterinsurgency Program Planning | Under revision |
| Counterintelligence Familiarization (full time) | 14 - 25 Sep |
| Counterintelligence Operations (full time first five days; part time remainder). | 5 - 23 Oct |
| Covert Action Operations (part time). | 14 Sep - 2 Oct |
| [REDACTED] | 2 - 13 Nov |
| [REDACTED] | On request |
| Dependents Briefing | 4 - 5 Aug & 1 - 2 Sep |
| Effective Speaking (part time Monday & Wednesday) | 14 Sep - 21 Oct |
| Information Reporting, Reports, Requirements (full time). | 14 Sep - 2 Oct |
| Information Reports Familiarization (full time). | 19 - 30 Oct |
| Instructor Training (full time) | On request |
| Intelligence, Introduction to (full time). | 8 - 18 Sep |
| Intelligence Production (full time)(JOTs only) | 26 Oct - 31 Dec |
| Intelligence Research (Maps & Photo)(part time Monday, Wednesday, Friday) | 14 Sep - 16 Oct |
| Intelligence Research Techniques (full time). | To be announced |
| Intelligence Review (full time) | 19 - 30 Oct |
| Management GS 11-14 (full time at [REDACTED]) | 27 Sep - 2 Oct |
| Management: Senior Seminar GS-15 and above | 25 - 30 Oct |
| Maritime Operations (full time). | On request |
| Midcareer (full time). | 20 Sep - 30 Oct |

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Off-Campus Program (evenings) 21 Sep - Jan 65
Operations (full time)(JOTs Only) 14 Sep - 15 Jan
Operations Familiarization (full time) 14 Sep - 23 Oct
Operations Support (full time). 24 Aug - 18 Sep
Paramilitary Operations (Basic)(full time) In Jan 65
Supervision (GS 5-10)(full time). 14 - 18 Sep
Travel Procedures On request
USSR Basic Country Survey (full time). 12 - 23 Oct
USSR Geography (part time) 9 Nov - 18 Dec
Writing Workshop
 Basic (part time) 15 Sep - 8 Oct
 Intermediate (part time Tuesday & Thursday) 14 Sep - 7 Oct

LANGUAGE CLASSES SCHEDULED

Arabic: (Lebanese-Palestinian dialect)

 Basic (ft-1600 hrs) - RSW - 40 wks 14 Sep 64 - 2 Jul 65

Chinese:

 Basic (pt-132 hrs) - RW - 3 phases - 22 wks each -
 Phase I 14 Sep 64 - 19 Feb 65
 Inter. (pt-132 hrs) - RW - 3 phases - 22 wks each -
 Phase I, II, III. 14 Sep 64 - 19 Feb 65
 Adv. (pt-132 hrs) - RW - 3 phases - 22 wks each -
 Phase I, II, III. 14 Sep 64 - 19 Feb 65

German:

 Basic (ft-800 hrs) - RSW - 20 wks 14 Sep 64 - 5 Feb 65
 Basic (pt-120 hrs) - RSW - 3 phases - 20 wks each -
 Phase I, III. 21 Sep 64 - 12 Feb 65
 Inter. (pt-120 hrs) - RSW - 3 phases - 20 wks each -
 Phase I 21 Sep 64 - 12 Feb 65

Luganda:

 Basic (pt-216 hrs) - R - 9 mos 7 Jun 65 - 4 Feb 66

Malagasy:

 Basic (pt-216 hrs) - R - 9 mos 14 Sep 64 - 4 Jun 65

Persian:

 Basic (ft-960 hrs) - RSW - 24 hrs 28 Sep 64 - 19 Mar 65

Russian: Full time courses offered upon request.

 Familiarization (pt-24 hrs) - 12 wks 28 Sep 64 - 18 Dec 64
 Basic (pt-120 hrs) - RSW - 3 phases - 20 wks each -
 Phase I, II, III 5 Oct 64 - 26 Feb 65

Russian (cont.)

Inter. (pt-120 hrs) - RSW - 20 wks 5 Oct 64 - 26 Feb 65
Adv. (pt-120 hrs) - RSW - 20 wks 5 Oct 64 - 26 Feb 65
Basic (pt-200 hrs) - R - 40 wks 28 Sep 64 - 9 Jul 65
Inter. (pt-200 hrs) - R - 40 wks 28 Sep 64 - 9 Jul 65
Basic (pt-120 hrs) - R - 20 wks 5 Oct 64 - 26 Feb 65
Inter. (pt-120 hrs) - R - 20 wks 5 Oct 64 - 26 Feb 65
Inter. (Sci & Tech)(pt-100 hrs) - R - 20 wks 28 Sep 64 - 19 Feb 65
Inter. (Eco. & Pol.)(pt-100 hrs) - R - 20 wks 28 Sep 64 - 19 Feb 65
Inter. Refresher (pt-60 hrs) - RSW - 20 wks. 5 Oct 64 - 26 Feb 65

French, Spanish, Italian, Portuguese: (Classes begin the first Monday of each month)

Basic (ft-800 hrs) - RSW - 20 wks
Inter. (ft-400 hrs) - RSW - 20 wks
Basic (pt-100 hrs) - RSW - 3 phases - 10 wks each
Inter (pt-60 hrs) - RSW - 3 phases - 10 wks each

VLTP

Fall-Winter Semester 21 Sep 64 - 19 Feb 65
Spring-Summer Semester 22 Mar 65 - 6 Aug 65

Instruction can be arranged in the following languages:

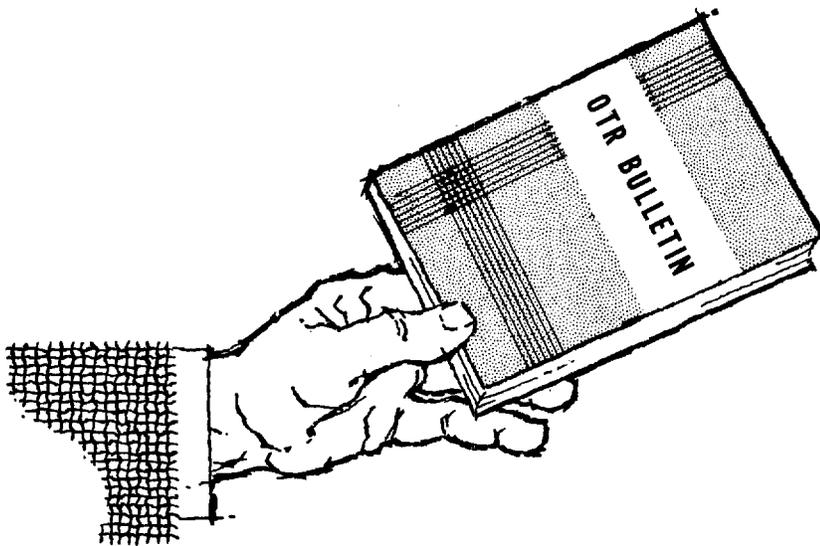
Albanian, Bulgarian, Czech, Greek, Indonesian, Hungarian, Japanese, Lingala, Polish, Romanian, Serbo-Croatian, Swahili, Turkish, and Vietnamese

Call extension [redacted] to schedule instruction.

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